NSF Financial Functions Instructions

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Introduction

To conduct financial activities with the National Science Foundation (NSF), you must be assigned Financial Functions User (FFU) permissions through FastLane. FFU permissions are assigned by your organization's Financial Administrator. Once you are a Financial Functions User (FFU), you can conduct one or more of the following activities:

- **Grantee Electronic Funds Transfers (EFT) Update**
  Provide NSF with your organization's banking information so that NSF can transfer funds electronically to your organization's bank account. Users with EFT Update permission can enter and modify any banking information for their organization. All NSF grantees with the exception of certain non-US grantees must provide banking information through this service in order to request and/or receive payments.

- **Grantee EFT History**
  View the history of your organization's EFT updates.

- **ACM$**
  Request payments for NSF awards; view and organize payment history and financial information.

Financial Function User Roles

FFUs can be one of three different roles at awardee organizations, including:

Role	Where to Log On in FastLane	Responsibilities
Sponsored Project Office Representative (SPO)/FastLane Contact : the person in your organization who has all FastLane Research Administration permissions	Research Administration	• Add, modify and delete users • Designate the Financial Administrator; can designate self as Financial Administrator if necessary • Authorize individuals as FastLane users to whom the Financial Administrator can assign permissions for financial functions • Set and reset passwords • Withdraw permission from the Financial Administrator
Financial Administrator: individual in your organization, usually from the Finance or Business Office such as the Controller or Deputy Controller	Research Administration	• Assign Financial Functions permissions to one or more individuals; can assign these permissions to self if necessary. • Withdraw permissions to perform Financial Functions • ***Cannot reset passwords***
Financial Functions User: one or more individuals who can conduct financial functions with NSF on behalf of your organization	Financial Functions	1. Can perform financial functions as authorized by Financial Administrator in the following roles: a. ACM$ Awardee Preparer b. ACM$ Awardee Financial Representative c. ACM$ Awardee Certifier d. Grantee EFT Preparer e. Grantee EFT Certifier f. Grantee EFT History

How to Assign the Financial Administrator Role

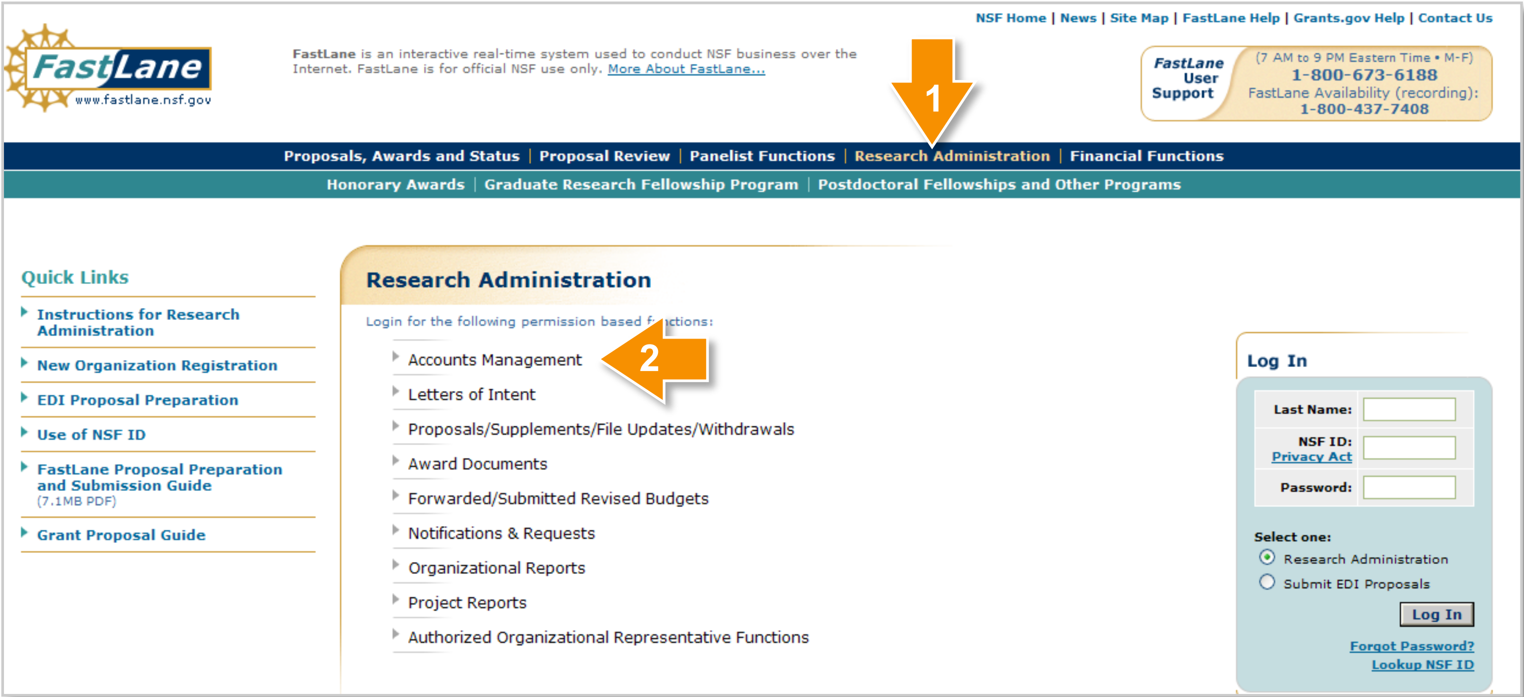
The SPO designates a Financial Administrator by giving an individual the Financial Administrator permission in the Accounts Management application of FastLane's Research Administration. The SPO can do this in two ways:

1. **Add a new User**
2. **Modify a User Profile**

How to Add a New User:

Go to Research.gov and click on the NSF FastLane link on the left menu shown below:

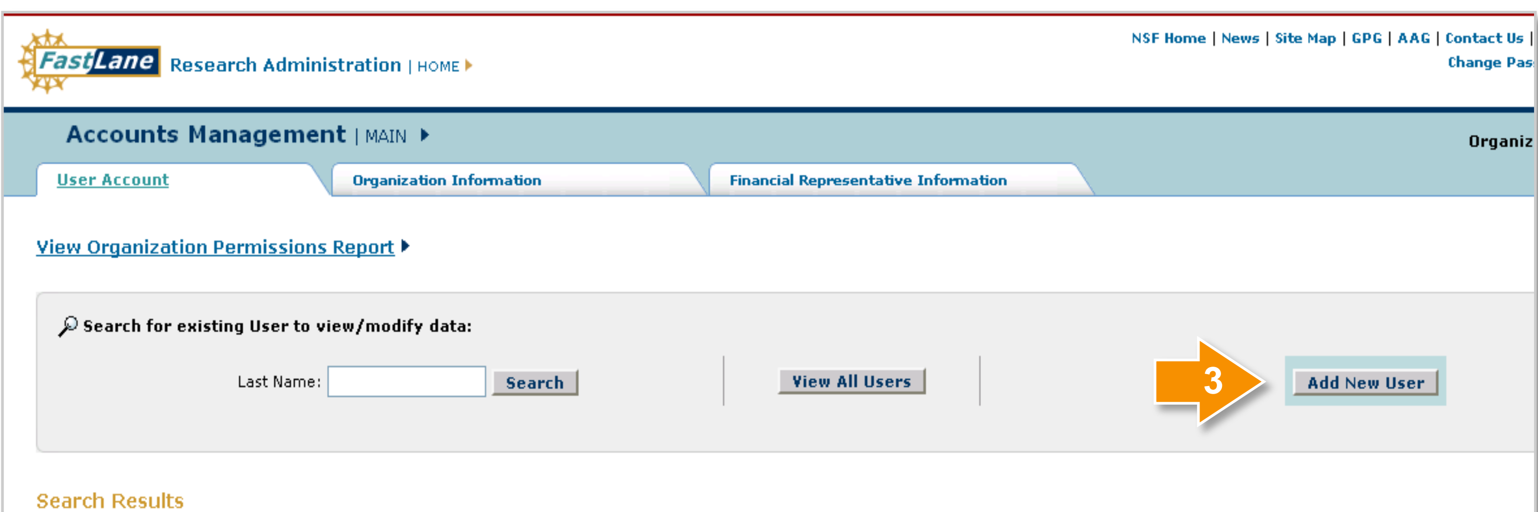
Research.gov



1. From the FastLane home page click on **Research Administration**. Log in using your last name, NSF ID number, and password. The Research Administration home page displays with a list of functions.

2. On the Research Administration screen, click **Accounts Management**. The Accounts Management screen will display the User Account tab as default.

3. Click the **Add New User button** and the Add New User screen will display.



4. In the **User Profile** section, the NSF ID box is to be left blank as NSF will generate an NSF ID for the new user.

   The following fields are mandatory:

   - First Name box
   - Last Name box
   - Email box

   The following fields are optional:

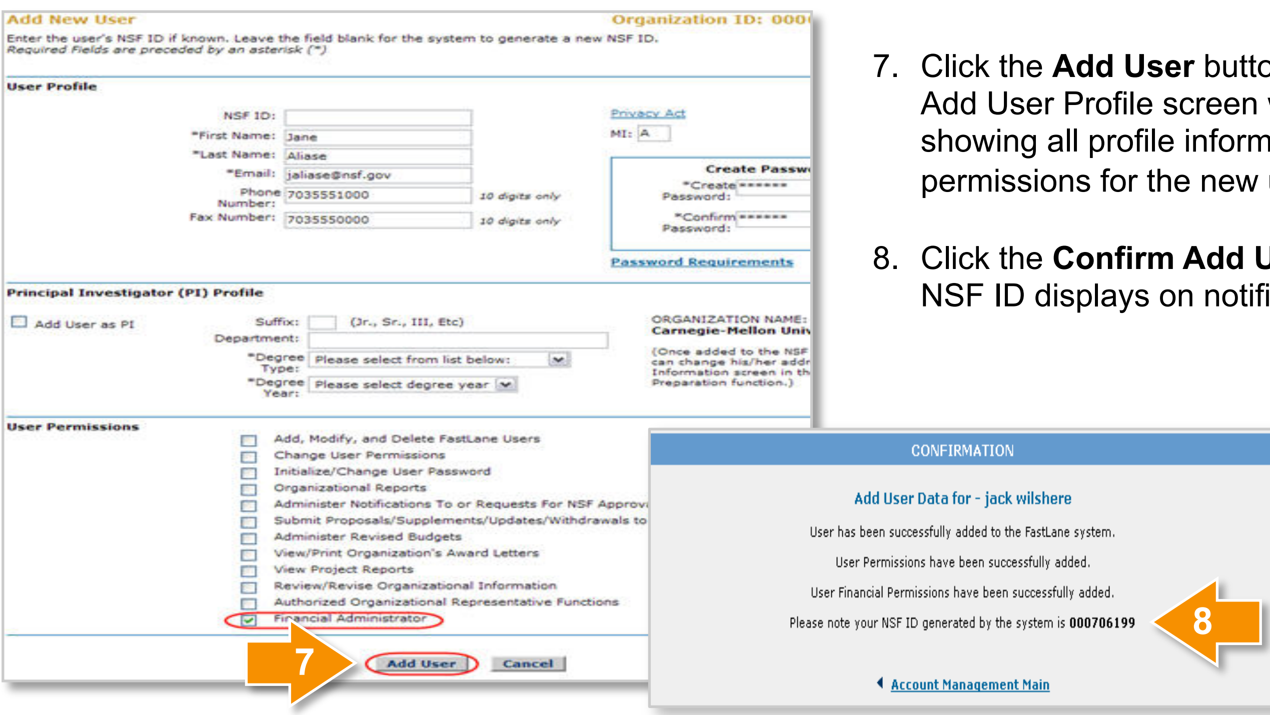
   - Phone Number box
   - Fax Number box

5. In the **Create a Password** box, create and confirm a password for the new user (Note: A password must be between 6 and 20 characters and have at least one alphabetic and one numerical character).

   Note: *If the new user is a* ***Principal Investigator (PI)****, complete the* ***Principal Investigator (PI) Profile*** *section and click the* ***Add user as PI*** *check mark box.*

   - Type any suffix for the user (PI)
   - Specify a department from the Department drop-down list (optional entry)
   - Specify a degree type from the Degree drop-down list
     - Select degree year

6. Click the check mark box for Financial Administrator within the **User Permissions** section.

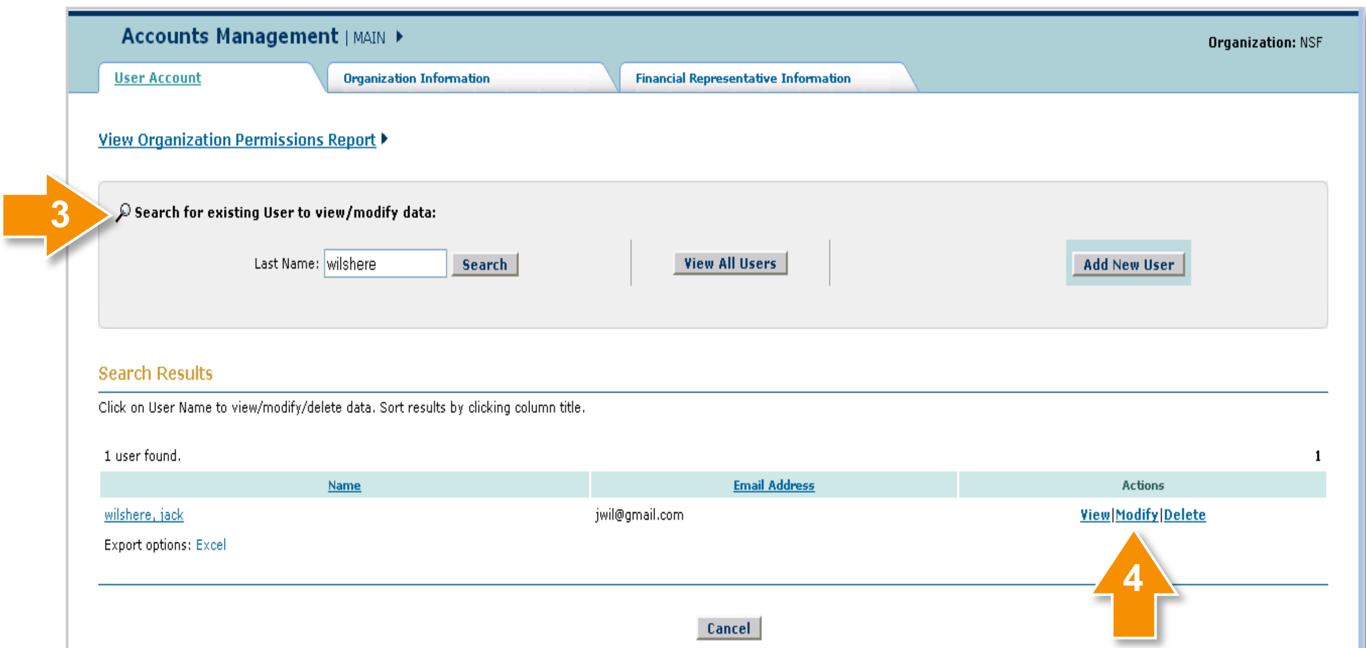


7. Click the **Add User** button – the View Add User Profile screen will display showing all profile information and permissions for the new user.

8. Click the **Confirm Add User** button – NSF ID displays on notification.

How to Modify a User Profile:

1. Go to the FastLane home page and click on **Research Administration**. The Research Administration home page displays with a listing of functions. Log in using your last name, NSF ID number, and password.
2. On the **Research Administration** screen, click **Accounts Management**. The Accounts Management screen will display with the **User Account** tab as default.
3. Search for the user whose profile you need to modify.
4. On the **Accounts Management** screen, click **Modify** on the row for the user whose profile you want to modify.



5. The **Modify User Profile** screen displays showing the individual's permissions.
6. In the **User Permissions** section, click the check mark box for Financial Administrator.
7. Click the **Modify User** button, and the **View Modify User Profile** screen will display.
8. Click the **Confirm Changes** button and the **Confirmation** screen will display.
9. Click **Account Management Main**, and the **Accounts Management Main** screen will again be displayed with the **User Account** tab as default.

The SPO Representative has now completed the required steps for assigning a financial administrator.

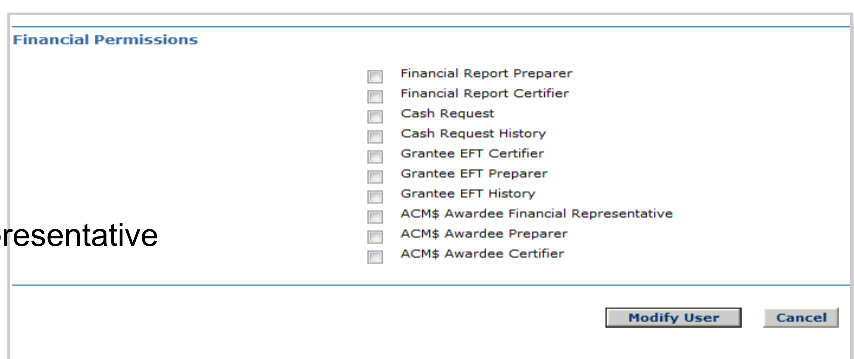
Research.gov

How to Assign the Financial Function User Roles

The Financial Administrator gives permissions to one or more of your organization's authorized users to perform Financial Functions. The Financial Administrator is the only user who can assign permissions for Financial Functions to an individual in your organization. If the individual is not yet a user, have the SPO or another individual with Add, Modify, and Delete User permissions add the person as a user by completing the processes for **Add a New User.**

To assign Financial Function permissions to an existing user:

1. Go to the FastLane home page and click on **Research Administration**. The Research Administration home page displays with a list of functions. Log in using your NSF ID, last name and password.
2. Click on **Accounts Management**. The User Account tab screen displays as default.
3. On the User Account tab screen, search for the user you want to designate as a Financial Functions User (FFU).
    a. On the **Accounts Management** screen on the **User Account** tab, click **Modify** on the row for the user you want to make an FFU. The **Modify User Profile** screen will display.
    b. In the **Financial Permissions** section, click the check mark box for any number or all of the financial permissions shown in the screen below. Institutions should have at least one user with the following financial permissions:
        - Grantee EFT Certifier
        - Grantee EFT Preparer
        - Grantee EFT History
        - ACM$ Awardee Preparer
        - ACM$ Awardee Certifier
        - ACM$ Awardee Financial Representative



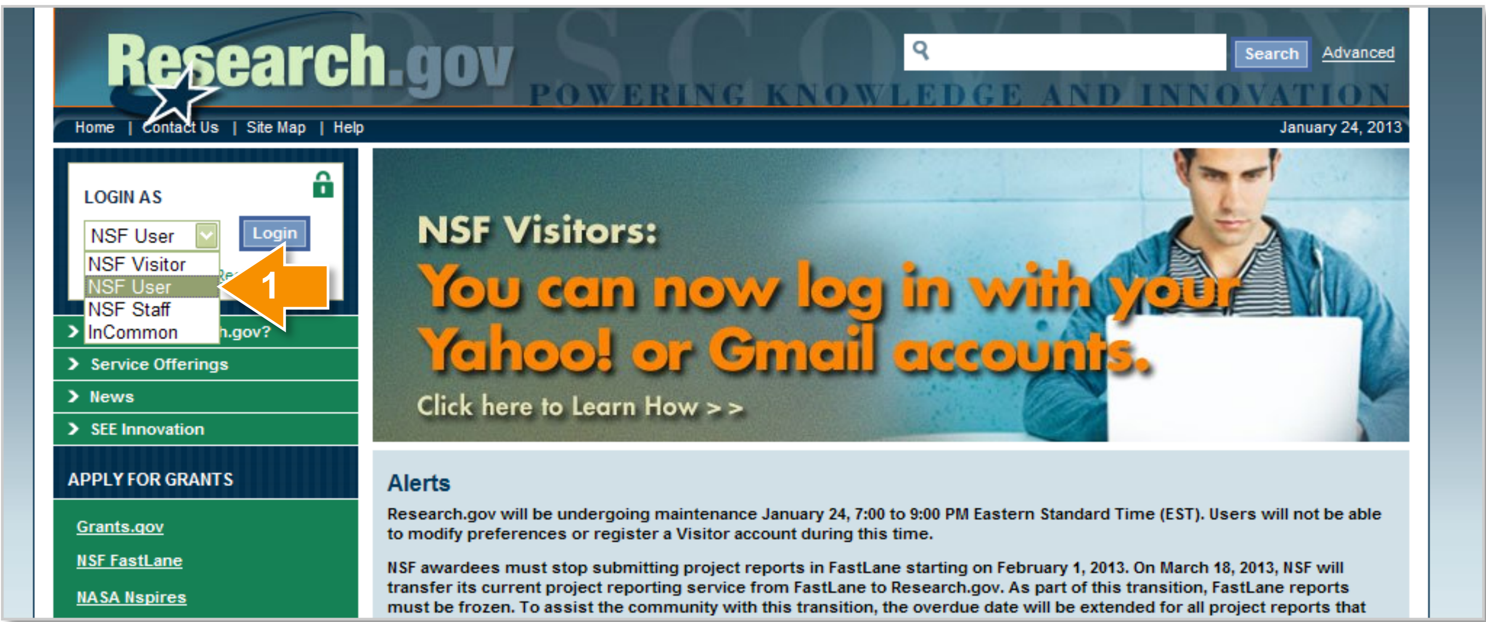
A single user can act as the preparer and certifier simultaneously. As mentioned, all permissions will be assigned by the Financial Administrator.

Research.gov

The Financial Functions User (FFU) Role

If you have been added as a new financial functions user and given financial permissions, you can now perform those financial functions for which you have permission.

1. Go to the **Research.gov** home page. On the Log in drop down list select **NSF User** and click on the Log in button. The Research.gov Login screen appears.



2. Enter your name, NSF ID Number, and password.
   a. Click on **Log in**.
   b. You will see your Research.gov **My Desktop** page.

3. To access the ACM$ click on the **Award Cash Management Service** link under Research.gov Services & Tools or the **Award Cash Management Service** link under your ACM$ Dashboard.

How to Change the Banking (EFT) Information

NSF disburses funds to your organization's bank account on the basis of the banking information you have submitted to NSF. Before you can request a payment transaction you must register your organization's banking information within the financial functions.

Use the Grantee EFT Update Financial Function to view, modify or certify the banking information for Electronic Funds Transfers (EFTs) from NSF to your organization. To enter a Grantee EFT Update for your organization, you must be a Financial Functions User (FFU) and be assigned one or both of the following permissions:

- Grantee EFT Preparer
- Grantee EFT Certifier

The following table provides an overview of each permission and its associated activities:

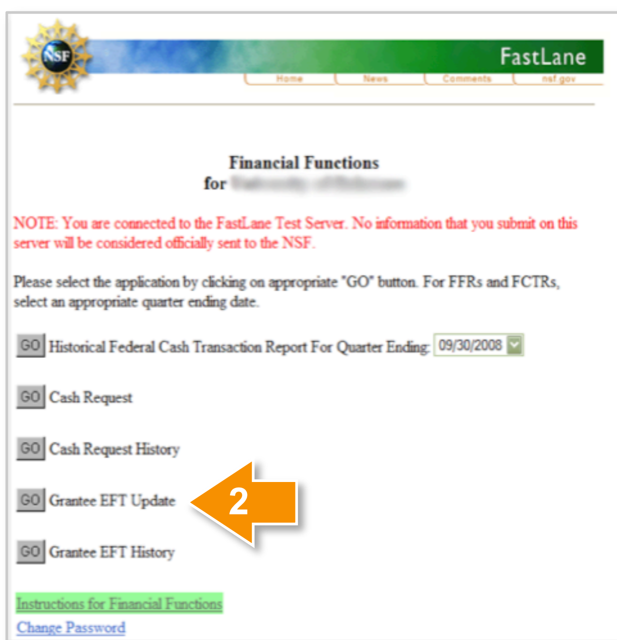
Permission(s)	Activity
Grantee EFT Preparer	• View EFT Profile • Modify and Forward an EFT Profile
Grantee EFT Certifier	• View EFT Profile • Certify and Submit a Modified EFT Profile • Reject a Modified EFT Profile

To set up and certify banking information for Electronic Funds Transfer (EFT), you must go to FastLane and select the Grantee EFT Update option.

How to View EFT Profile:

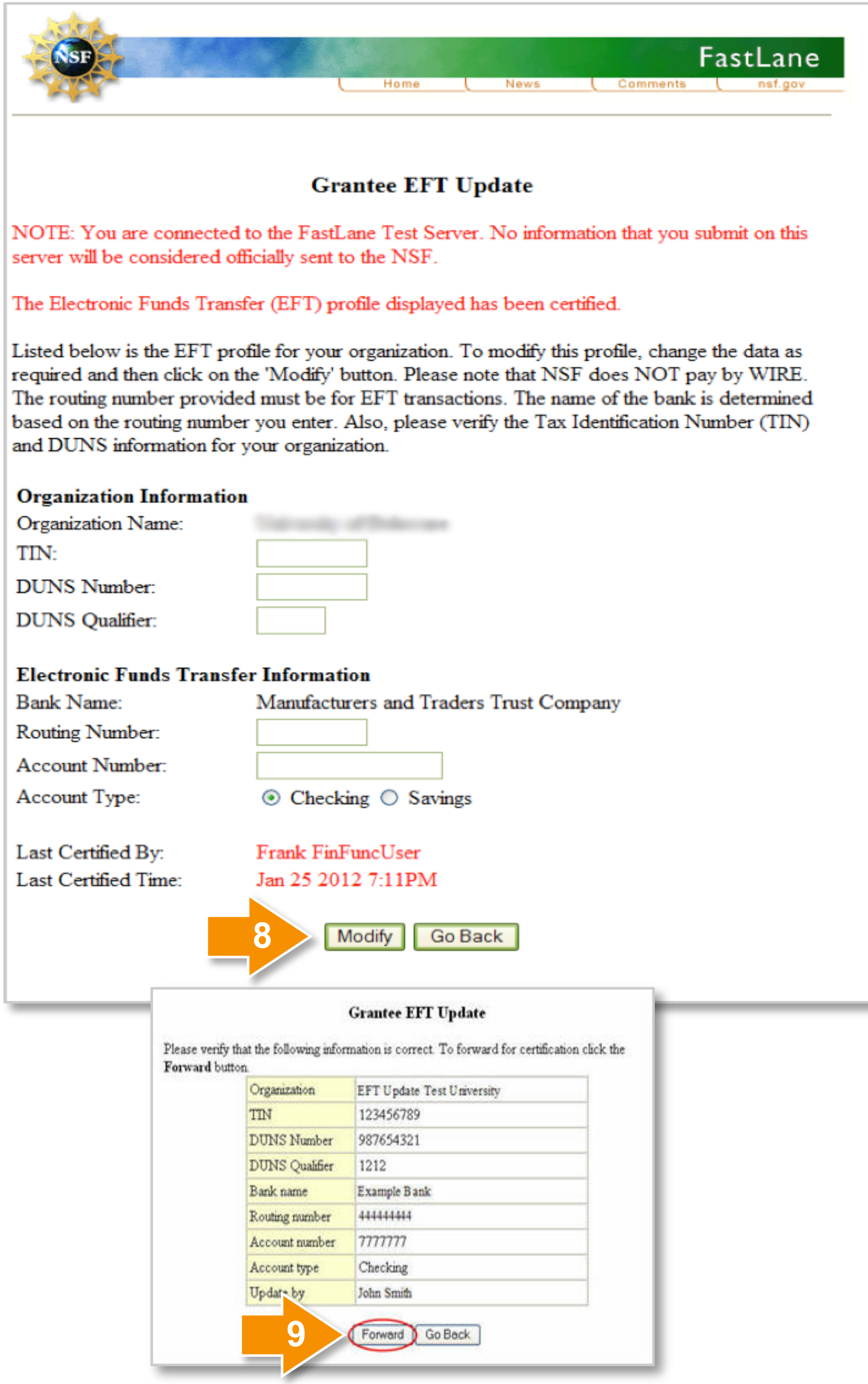
1. Go to Research.gov. Click **Financial Functions** under NSF FastLane Services.

2. On the **Financial Functions** screen, click the **Go** button for **Grantee EFT Update**. The Grantee EFT Update screen displays EFT information with a message indicating whether it is has been certified or is pending certification.

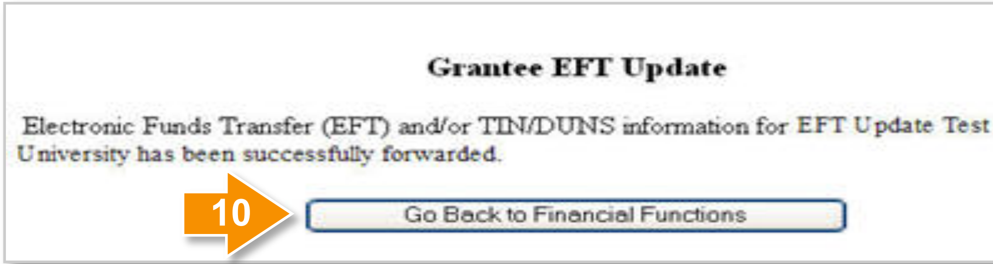


How to Modify and Forward an EFT Profile

1. Access the **Grantee EFT Update** screen (see View EFT Profile). The screen displays the current EFT information for your organization with a message that the information has been certified.
2. In the **TIN** box, type your organization's taxpayer identification number (TIN).
3. In the **DUNS Number** box, type your organization's DUNS number.
4. In the **DUNS Qualifier** box, type your organization's DUNS Qualifier (can be left blank).
5. In the **Routing Number** box, type the bank routing number (FastLane determines the name of the bank from the routing number).
6. In the **Account Number** box, type the account number for the receiving account.
7. In the **Account Type** section, click the radio button for either Checking or for Savings.
8. Click the **Modify** button. The **Grantee EFT Update** screen displays the revised information with a message for you to verify that the information is correct.
9. Click the **Forward** button. The **Grantee EFT Update Confirmation** screen will appear with a message that your information has been successfully forwarded for certification.

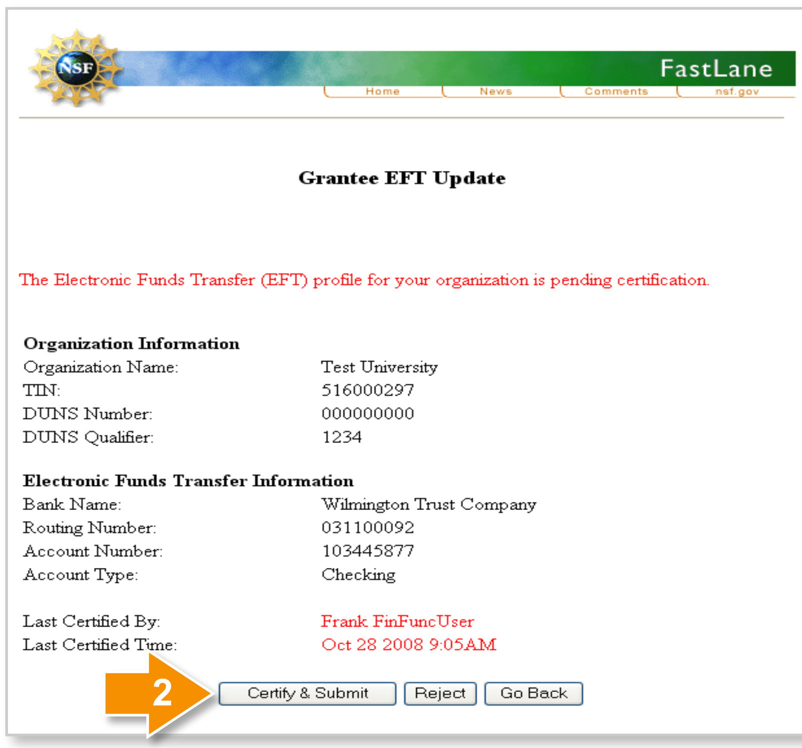


10. Click the **Go Back to Financial Functions** button to return to your organization's Financial Functions Screen.



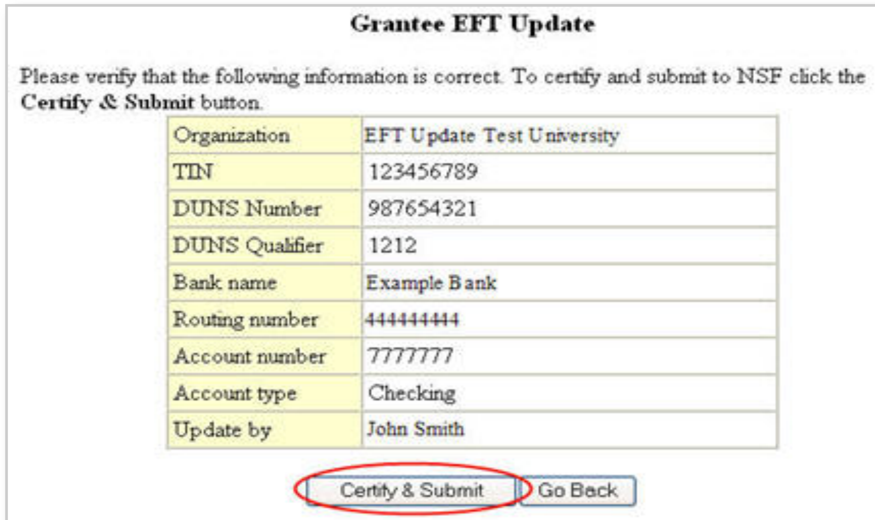
How to Certify and Submit a Modified EFT Profile

1. Access the **Grantee EFT Update** screen (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.
2. Click the **Certify & Submit** button. The **Grantee EFT** Update screen displays the modified EFT information for your organization with a message asking you to verify that the information is correct.
3. If the information is correct, click the **Certify & Submit** button. The **Grantee EFT Update Confirmation** screen appears with a message that your information has been successfully certified and submitted to NSF.
   Note: *If the information is incorrect, you can* ***Reject the Profile****. See the next section for detailed instructions.*
4. Click the **Go Back to Financial Functions** button to return to your organization's Financial Functions screen.



How to Reject a Modified EFT Profile:

1. Access the **Grantee EFT Update** screen (see View EFT Profile). The screen displays the modified EFT information with a message indicating it is pending certification.
2. Click the **Reject** button. The **Grantee EFT Update** screen displays the modified EFT information for your organization with a message that clicking the Reject button will delete the modified information.
3. Click the **Reject** button. The **Grantee EFT Update Confirmation** screen displays with a message that your information has been rejected.
4. Click the **Go Back to Financial Functions** button to return to your organization's Financial Functions screen.



Grantee EFT Update

Please verify that the following information is correct. To certify and submit to NSF click the **Certify & Submit** button.

Organization	EFT Update Test University
TIN	123456789
DUNS Number	987654321
DUNS Qualifier	1212
Bank name	Example Bank
Routing number	444444444
Account number	7777777
Account type	Checking
Update by	John Smith

Certify & Submit | Go Back

Note: *If the user has both the Grantee EFT Preparer and Grantee EFT Certifier permissions the user can Modify and then Certify & Submit an EFT profile.*

FastLane sends an e-mail notification of the EFT Profile change to the following members of the grantee's organization:

- The organization's Financial Administrator
- All Financial Function Users who have permission to request cash and/or change EFT information
- All Authorized Organizational Representatives

How to View the Grantee EFT History

You can view the record of changes to your organization's EFT Profile with the Grantee EFT History function.

1. Log in to **Financial Functions** in the FastLane home page. The Financial Functions Menu screen displays.
2. On the Financial Functions screen, click the **Go** button for **Grantee EFT History**. The Grantee EFT History screen displays. The screen displays the original EFT profile and any subsequent changes, including who made the change and the date the change was made. You can view your organization's TIN, DUNS number and DUNS qualifier, bank name, bank routing number, account number, account type, update by (who did the update), update date and time, certified by (who certified it), and certification date and time. This is a view-only screen.

Award Cash Management $ervice (ACM$)

ACM$ is the financial service for award payments that requires the submission of award-level payment amounts each time funds are requested. ACM$ is accessed through www.Research.gov. ACM$ allows grantee institutions to submit cash requests and adjustments to open and closed awards, as well as access award-level information on payments and award balances.

Use the links below to access ACM$ user information.

- ACM$ Getting Started Guide
- ACM$ Permissions Guide